



**THE CITY OF EUREKA  
EUREKA POLICE DEPARTMENT**

**DEPARTMENT GENERAL ORDER 2016-07**

DATE: April 6, 2018

TO: EPD Sworn Personnel, EPD Dispatch

FROM: Patrick O'Neill, Captain

SUBJECT: Light Duty Personnel and Calls for Service at HQ (amended)

Effective immediately, the following protocol will be adhered to when dispatching patrol officers, who are assigned to a Light Duty status at Eureka Police Department headquarters, to calls for service.

Light duty personnel assigned to Light Duty will handle "cold" reports over the phone or counter reports. Light Duty personnel may handle "cold" calls with suspect information. However, any follow-up requiring suspect contact will be forwarded to a patrol officer(s) to complete.

Calls for service will be dispatched to the officers once they report they are on-duty. Calls for service will be banked for these officers, assigned to them and placed on the holding screen. It will be the responsibility of these officers to monitor their pending calls and notify dispatch when they clear one call and are out on a pending call. Counter contacts may take precedent over pending reports.

Light duty personnel generally will not be dispatched to or have any other calls for service assigned to them beginning one hour prior to their off-duty time. This will allow the officer to contact the reporting parties for any calls for service they have in their pending calls screen and make arrangements for them to contact them at a later date and time, preferably the next morning, or to handle these calls prior to going off-duty. If a reporting party doesn't agree to contact at a later time then the call will be re-assigned to a patrol officer who is on-duty. This last hour will also allow the light duty officer to complete reports and submit them for approval or pend them for completion at a later time.

Nothing in this order supersedes the Watch Commanders ability to adjust the order due to circumstances that possibly could arise.



**CITY OF EUREKA  
GENERAL ORDER**

2018-0001

Stephen Watson, Chief of Police

August 7, 2018

Taking time off from work is vital to the health and wellbeing of all employees. Balancing employees' personal time with ensuring safe and effective police operations is important and taken seriously by the Eureka Police Department. Police personnel that request time off are entitled to do so based on the following provisions and policies, and in accordance with the EPOA Memorandum of Understanding (MOU). Requested time off must not unduly disrupt police operations or negatively affect the good and orderly provision of police services at a satisfactory level of quality, quantity and safety.

To maintain public safety, ensure there are no undue disruptions of police services, and support officer safety, the minimum staffing level per watch (shift) is one supervisor (watch commander) and three sworn police officers for those teams on the 4/10 Patrol schedule. For those on the 3/12.5 schedule, minimum staffing is one watch commander and four officers per watch. It is essential to keep these staffing levels consistent to enhance officer and community safety. These standards remain in place during periods of watch overlap as one team may have an operation or training planned during the overlap hours.

Minimum staffing in Communications is two dispatchers on duty at all times. Staffing levels for Investigative units will be maintained so as to ensure sufficient call-out capability and support for Patrol during critical incidents and significant criminal investigations.

In order to find replacement for officers and dispatchers requesting time off, personnel seeking compensatory time off (CTO) must do so 72 hours in advance of the desired time by submitting a written request to the watch commander or dispatch supervisor of the watch that will be missed. The request may be denied if it is



submitted with less than 72 hours' notice prior to the desired time off. Employees must have a sufficient number of hours currently in their leave bank prior to requesting the time off. Sergeants or supervisors may not deny a request due to inconvenience, but may deny a request due to insufficient time or available, qualified replacement personnel to maintain minimum public safety staffing levels.

Supervisors are expected to maintain minimum staffing to ensure effective police operations and officer safety. If a CTO request would drop staffing levels below watch minimums that CTO request can be denied in good faith and subsequently granted within a reasonable period of time. If a time off request is denied by the supervisor, the supervisor and subordinate should review what options are available. The employee may find a suitable replacement by trading days off with the approval of the supervisor.

The priority in which requests for time off are accepted for the purposes of staffing are as follows:

1. Annual vacation time, up to two weeks per annum and taken consecutively.
2. Compensatory Time Off.
3. Vacation time of less than a week in length and other than annual vacation.

This General Order (policy) does not alter the current policy or MOU with the EPOA concerning sick leave, bereavement leave, or family sick leave.

This policy affects all sworn personnel and police dispatchers regardless of assignment. The EPD policy manual will be updated to reflect this order.

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THE CITY OF EUREKA  
EUREKA POLICE DEPARTMENT

GENERAL ORDER 2018-0002

DATE: February 16, 2018  
TO: All EPD Personnel  
FROM: Stephen Watson, Chief of Police *SW*  
SUBJECT: External Vest Carriers for Patrol Duty

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Upon the recommendations of Officer Jon Omei and Sergeant Shawn Sopoaga, who were tasked with researching and wear-testing external vest (armor) carriers (EVC), I am hereby authorizing the following EVC for immediate Patrol use. This decision was reinforced by supervisor, officer, and community feedback. These carriers will not be issued by the department at this time and must be purchased, replaced and repaired at your own expense (reference EPD Policy 700). Your annual uniform allowance or City equipment loan may be used to cover this cost.

The authorized Patrol EVC is the *Richard Cowell Tactical External Armor Carrier*, which shall be subject to the following provisions. Any deviations or exceptions to these conditions rest at the sole discretion of the Chief of Police.

- Color shall be LAPD midnight blue.
- No Velcro or "Police" I.D. panels on the front or back.
- No drag handle.
- Maximum of 5 pouches (subject to small-medium size restrictions) attached to the vest, located in the lower front (forward-facing) section below the chest pockets.
- Firearms and Tasers may not be attached to the vest. These must be worn from your duty belt in department-approved holsters.
- Examples of acceptable equipment items to be carried in a pouch on the vest include: pistol magazines (1-3), OC spray, portable radio, compact flashlight, handcuffs (1-2), expandable baton (e.g. Asp, Peacekeeper RCB or similar approved), personal tourniquet.
- Body Worn Cameras (BWC) may be attached to the front of the carrier via the mic or separate camera tab.





- Flat front chest pockets (W - 4.25", H - 5", D – flat) for a low profile, professional appearance.
- Name tape on front, right chest above pocket. Name/I.D. color silver (or white if unavailable) for officers and yellow-gold for sergeants.
- Center line faux buttons and buttons on pockets (standard black, not EPD gold buttons).
- Eyelets for badge attachment on left chest.

Additionally, in conjunction with the approved EVC, officers may choose to wear the Elbeco UV1 Undervest Shirt (Midnight Navy) which is designed to be worn under an exterior vest. (<http://elbeco.com/product/uv1-undervest-shirt-short-sleeve-mens/>). The standard EPD patrol uniform shirt may also be worn under the vest.

The configuration and positioning of any items/pouches attached to the vest carrier will be at each individual officer's discretion within the guidelines set forth in this General Order and the EPD Policy Manual. However, officers should give careful consideration to the layout and positioning of the equipment on their vest carriers taking into account their safety, training, and familiarity. Unlike the arrangement on one's duty belt, the layout of the EVC cannot be easily changed once set. Additionally, those moving items from their duty belts to an EVC need to deliberately train and repetitively practice with these changes until it becomes new "muscle memory."

EVCs must be kept in good condition so as to maintain a professional and consistent uniformed appearance. Employees should also refer to the following associated Policy Manual sections:

Section 347 – Court Appearance and Subpoenas  
Section 700 – Department Owned and Personal Property  
Section 1023 – Body Armor  
Section 1045 – Uniform Regulations

A custom fit *Richard Cowell Tactical External Armor Carrier* may be ordered at their website, <https://www.cowelltactical.com/armor-carriers/>, or by calling (208) 267-8090 (email: [sales@richardcowell.com](mailto:sales@richardcowell.com)).

Officer Omev is available to answer any questions you might have and I recommend you speak with him before configuring and ordering your EVC. Per Officer Omev, their website is very user friendly and provides a step-by-step process on how to configure and order a vest carrier from their company. I've attached a PDF of the ordering form and vest carrier layout used by Officer Omev for your reference.



CITY OF EUREKA  
GENERAL ORDER

2018-0003

Stephen Watson, Chief of Police

June 29, 2018

When an employee is injured while on the job requiring medical attention, all reasonable medical treatment is covered by the City's Worker's Compensation insurance.

Payroll documentation submitted to City Hall must accurately document absences from work due to Worker's Compensation claims. Time off slips will be submitted for all employee absences associated with Worker's Compensation injuries as with any other absence from a scheduled watch/shift. Supervisors are responsible for ensuring slips are completed and submitted to the Records Manager for inclusion in payroll preparation.

**Time Off and Time Banks:**

If the doctor prescribes that the employee must remain off work as a result of their injury, the employee will be responsible for covering their time off with their own benefit time (sick/holiday/vacation/comp etc.) for the first 3 days that they are off of work. This is called the "3 day waiting period".

If they remain off work longer than 3 days WORKER'S COMPENSATION will cover days off beyond those first 3, and if they are off work 14 days or more the employee will be credited back the benefit time they used for the first 3 days.

- *Example 1: Employee is released back to work duty after being off for 13 days - 10 of those days will be covered by WORKER'S COMPENSATION, and the first 3 will be covered by employee.*
- *Example 2: Employee is off work for 15 consecutive days - All days are covered by WORKER'S COMPENSATION.*

There is an exception for Police Officers and Firefighters, where there is no "3 day waiting period" Worker's Compensation covers from day 1.



**Appointments after Return to Work:**

Once the employee is released back to work, with or without restrictions, they may be required to have follow up appointments with the WORKER'S COMPENSATION doctor or a specialist.

- The medical costs for these appointments are paid for by the City's Worker's Compensation insurance.
- The time taken to attend these appointments is the employee's responsibility, and they must use their own leave banks to cover it.
- This time is not credited back to the employee.

Any time an employee is out of work due to a WORKER'S COMPENSATION injury, or to attend a WORKER'S COMPENSATION related appointment, their time card must reflect this, regardless of what type of benefit time they use to cover it. When applicable, payroll at City Hall will default to pull from an employee's sick bank, if they desire another bank to be used, the employee should note on their time off slip.

The only follow up appointments that are covered by WORKER'S COMPENSATION are appointments with a Qualified Medical Evaluator (QME).

*Note: QME's are specifically certified by the State Division of Workers Comp – Medical Unit, and are not regular doctors/specialists who may treat injured workers for follow up appointments.*

This policy affects all sworn personnel and police dispatchers regardless of assignment. The EPD policy manual will be updated to reflect this order.

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**CITY OF EUREKA  
GENERAL ORDER**

2018-0004

Stephen Watson, Chief of Police

July 30, 2018

It is the responsibility of every employee of the Eureka Police Department who receives a request for follow-up from the Humboldt County District Attorney's office to complete that request in a timely manner. These requests ensure proper documentation of requested information and ensures investigations and reports are complete, thorough and ready for the prosecutor. They may also request an affidavit in support of a warrant so an offender in a criminal investigation can be properly charged and prosecuted. In both of these cases it's our duty to ensure we conduct and produce the requested information or documents and do so to the best of our abilities. To ensure these requests are handled in an expeditious manner the following procedure will be effective immediately.

When the Records Division receives a request for follow-up from the Humboldt County District Attorney's office it will be logged and then emailed to the involved employee and their supervisor. The employee then has 14 days to complete the request, have it approved and signed off by their immediate supervisor, and returned to the Records Division to be processed and distributed to the DA's office. In the event the employee is unable to complete the request within 14 days a supplemental report will be sent to the DA's office documenting why the request hasn't been completed. Employees can request an extension to the 14 day requirement but only due to exigent circumstances. Normal workload and procrastination are not exigent reasons. The request for an extension must be sent to the employee's immediate supervisor via a memorandum that includes a copy of the DA request and the reason for the extension. The request for extension will be reviewed and approved or denied by the employee's immediate supervisor. If the extension is approved the supervisor shall assign a due date for the DA request that is no more than 7 days from the date the extension is granted. This extension and new due date will be communicated via email from the approving supervisor to the Records Division so it can be noted on the log. The employee will be required to fulfill the requirements of this order within the extension time frame.





## TRAFFIC COLLISION REPORTING – CHANGES

### **502.1 PURPOSE AND SCOPE**

The Eureka Police Department generally prepares traffic collision reports in accordance with the California Highway Patrol Collision Investigation Manual (CIM), and as a public service, makes traffic collision reports available to the community with some exceptions.

### **502.2 RESPONSIBILITY**

The Traffic Supervisor or designee will be responsible for distribution of the Collision Investigation Manual. The Traffic Supervisor or designee will receive all changes in the state manual and ensure conformity with this policy.

### **502.3 TRAFFIC COLLISION REPORTING**

All traffic collision reports taken by members of this department will be entered into RIMS for approval by the Traffic Supervisor or Watch Commanders. The Traffic Supervisor or designee will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Chief of Police or other persons as requested.

### **502.4 REPORTING SITUATIONS**

#### **502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES**

Traffic collision investigation reports shall be taken when a City-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a City of Eureka Incident Report form and Accident Report form shall be completed and forwarded to the Chief of Police through the appropriate Division Commander.

Photographs of the collision scene and vehicle damage will be taken at the discretion of the traffic collision investigator or any supervisor.

#### **502.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES**

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Eureka Police Department resulting in a serious injury or fatality, the Watch Commander may notify the California Highway Patrol for assistance.



The term serious injury is defined as any injury that may result in a fatality.

#### **502.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS**

The Traffic Supervisor or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

#### **502.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY**

In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, suspected DUI, or a hit-an-run violation where the victim vehicle is occupied at the time or there is evidence or witnesses that can assist in determining the identity of a suspect or suspect vehicle. An Incident Report (CAD Documentation) may be taken at the discretion of any supervisor.

#### **502.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS**

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances.

- (a) When there is a death or injury to any persons involved in the collision.
- (b) When an involved driver is determined to be DUI or unlicensed (driver's license is suspended, revoked, or non-issued).
- (c) When an involved driver is unable to provide satisfactory evidence of personal identification.
- (d) When the collision is a hit and run on public property where the victim vehicle was occupied at the time or there is evidence or witnesses that can assist in determining the identity of a suspect or suspect vehicle.

When the involved driver is uninsured, officers should issue the driver a notice to appear for violation of California Vehicle Code section 16028, subdivision (c).

#### **502.5 NOTIFICATION OF TRAFFIC UNIT OR DESIGNEE SUPERVISION**

In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Supervisor or the Major Injury Traffic Collision Team to relate the circumstances of the traffic collision and seek assistance. The Watch Commander or any supervisor may assign a collision investigator to investigate the traffic collision.